

AFFILIATION AGREEMENT

**Between the
Department of Health Administration
School of Allied Health Professions
Virginia Commonwealth University**

And

(Organization)

(Street/Mailing Address)

(City/State/Zip Code)

(Telephone Number)

This Affiliation Agreement is made by and between the Department of Health Administration, School of Allied Health Professions, Virginia Commonwealth University (hereinafter referred to as the UNIVERSITY) and _____ (hereinafter referred to as the ORGANIZATION).

WITNESSETH:

WHEREAS both the UNIVERSITY and the ORGANIZATION have a mutual interest in the graduate education preparation of prospective health services administrators,

WHEREAS, both the UNIVERSITY and the ORGANIZATION deem it to be in the interests of both parties and health administration graduate students of the UNIVERSITY to enter into an agreement to jointly provide such students an administrative residency educational experience,

THEREFORE, in consideration of the mutual covenants and agreements herein, it is understood and agreed to by and between the UNIVERSITY and the ORGANIZATION that:

1. The term of this administrative residency affiliation agreement shall be from **June 1, 2009 through May 13, 2010**; provided, however, that both or each of the two parties hereto shall retain the right and privilege of terminating this agreement upon 60 days written notice to the other.
2. The period of administrative residency for any graduate student that might be assigned to the ORGANIZATION shall be from **June 1, 2009 through May 13, 2010**.
3. The execution of this agreement does not constitute a promise by the UNIVERSITY that an administrative resident will be assigned to the ORGANIZATION since students are given freedom to select a site based upon their unique needs whenever possible.
4. The execution of this agreement does not constitute a promise by the ORGANIZATION that an administrative resident will be accepted since a preceptor acting on behalf of the ORGANIZATION may elect not to accept a residency candidate that he/she feels would not benefit from a residency at the site.
5. The UNIVERSITY will assign and the ORGANIZATION will accept students without regard to race, color, national origin, gender, religion, age, or disability and will not discriminate under the terms of this agreement in any manner prohibited by the laws of the UNITED STATES.
6. The preceptor who represents the ORGANIZATION and the faculty advisor who represents the UNIVERSITY shall jointly plan the learning experiences of the administrative residency with the student, shall jointly monitor and evaluate the student's progress and shall prepare written evaluations of the student's progress.
7. Problems that may arise during the term of this agreement shall be first discussed by the preceptor representing the ORGANIZATION and the faculty program director representing the UNIVERSITY. If agreement is not reached, the issue will be referred to the Chair, Department of Health Administration, for further action.

FURTHER, THE ORGANIZATION agrees:

8. To comply with Section 3 – “Expectations and Responsibilities” of the UNIVERSITY’S document entitled, Handbook For The Administrative Residency of the Graduate Program in Health Administration.
9. To provide a stipend for any resident assigned that shall not be less than **\$35,000.00** annually unless an amount outside this range is expressly agreed upon between the ORGANIZATION and the UNIVERSITY due to extenuating circumstances.
10. To cover necessary expenses incurred by the administrative resident in attending at least one national and one state/regional professional meeting.
11. To ensure that any administrative resident assigned has reasonable access to the facilities and personnel of the residency site and to meetings of the governing body and medical staff except where such access might be specifically restricted by the preceptor due to certain extenuating circumstances.

FURTHER, the UNIVERSITY agrees:

12. To abide by section Section 3 – “Expectations and Responsibilities” of the UNIVERSITY’S document entitled, Handbook For The Administrative Residency of the Graduate Program in Health Administration in assigning residents to the ORGANIZATION.
13. To assign a resident to the ORGANIZATION only upon the specific approval of the preceptor who represents the ORGANIZATION and to remove a resident from the site for just cause upon the recommendation of the preceptor who represents the ORGANIZATION.
14. To advise students that they must abide by the policies of both the UNIVERSITY and the ORGANIZATION while serving an administrative residency and that appropriate action may be taken by either the UNIVERSITY or the ORGANIZATION (or both) when an infraction is committed.

15. To provide the ORGANIZATION with timely information relating to the curriculum and academic policies of the Graduate Program in Health Administration and to seek the advice of preceptors in matters relating to the administrative residency.

AGREED:

For the Organization

For the University

(Print Name of Preceptor
and Organization)

Program Director
Department of Health Administration

(Preceptor's Signature)

(Date)

(Date)

Dean, School of Allied Health
Professions

(Date)

Vice President for Health Sciences

(Date)